



Greg Schrerus, President
Luke Malyurek, Vice President
Owen Lindblom, Secretary/Treasurer
Joel Ohman, Member
Adrian Gerrits, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, August 19, 2020
Fulkerson Operations Facility
2440 Airport Road

A. Consent Agenda

Documents:

[JULY 2020.PDF](#)
[AUGUST 2020 PO SUMMARY.PDF](#)

B. Director's Report - Jay Lundell

Documents:

[DIRECTORS REPORT AUGUST 19, 2020.PDF](#)

C. Engineer's Report - Tim Wick

Documents:

[ENGINEER REPORT.PDF](#)

D. Review G.A. Terminal Design S.O.W. - Tim Wick

Documents:

[GCC AIP 45-2021 GA TERM -SOW.PDF](#)

E. Airport Signage Committee - Board Assignment

F. Flightline LFS Update - Mickey Steward

G. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, September 16, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
July 15, 2020**

Airport Board President Schreurs called the meeting to order at 4:00 p.m. Members present were Mr. Lindblom, Mr. Ohman, Mr. Malyurek and Mr. Gerrits via telephone.

A. Approve Consent Agenda:

Motion by Mr. Ohman, second by Mr. Malyurek to approve the Consent Agenda, including the Purchase Order Summary, and the June 17, 2020 Airport Board Minutes. Motion carried.

B. Directors Report:

Mr. Lundell presented the following items to the airport board:

1. Passenger statistics

Total passengers for June were 961 compared to 770 passengers in May. On July 9th SkyWest discontinued our tag with Sheridan and we're back to our own separate daily flight and overnight (RON). Advanced bookings are steadily increasing. SkyWest will be adding a second flight in August, so we'll have an early morning departure, an early afternoon arrival and departure and a late evening arrival. United is gradually increasing their daily flight banks in and out of Denver International Airport.

2. Fuel Flowage

Flightline's fuel flowage and sales for June 2020 increased by 123% compared to May 2020. The most noticeable fuel flowage increase for June 2020 was Jet A fuel to transient aircraft.

3. Flightline LFS, Inc. lease

President Schreurs and Ms. Steward executed the new lease agreement June 25, 2020.

4. Next airport board meeting

The next airport board meeting is scheduled for Wednesday, August 19, 2020.

C. Engineers Report:

Mr. Wick, of Morrison and Maierle presented the engineer's report and updated the airport board on the progress of the taxiway extension project. Mr. Wick also stated that they are preparing the Scope of Work and Engineering and Architect Fees for the general aviation terminal building.

D. American Road Maintenance Paving Markings Project - Contract

Motion by Mr. Lindblom, second by Mr. Ohman to approve the contract between the Northeast Wyoming Regional Airport and American Road Maintenance for completing the 2020 Marking Project in the amount not to exceed NINETY-ONE THOUSAND EIGHT HUNDRED EIGHTEEN DOLLORS AND ZERO CENTS (\$91,818.00) as presented. Motion carried.

E. Flightline LFS Update:

Ms. Steward gave the airport board the following update: Flightline has leased two (2) hangars from the airport after losing hangar #12. Flightline tried to lease purchase the Hans Kioschos hangar but he wanted too much money for the hangar. The Commemorative Air Force has had low attendance here and has canceled several other venues within the states. Flightline has had a shortage of manpower for various reasons but should be back to staffing levels shortly. The tower closure has confused some pilots even while the tower has been NOTAM closed. Ms. Steward said she was glad to hear the airport general aviation terminal architect was looking at the Laramie airport's general aviation terminal building because it is one of the best in Wyoming. Ms. Steward also said Flightline would like to be involved with the design and would be willing to provide their input.

F. Adjourn:

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Malyurek to adjourn the meeting, second by Mr. Lindblom. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Greg Schreurs, President

DRAFT

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
AIRFIELD LIGHTING	21001353	OP	647453 AIRSIDE SOLUTIONS	08/11/20	EA			1,340.40
SHIPPING	21001353	OP	647453 AIRSIDE SOLUTIONS	08/11/20	EA			39.15
NATURAL GAS 06/29/20-07/29/20	21001354	OP	623195 BLACK HILLS ENRG GAS	08/11/20	EA			711.56
A/C REPAIR	21001355	OP	613157 BOBCAT OF GILLETTE	08/11/20	EA			660.96
GALI TUITION - TODD CHATFIELD	21001356	OP	133225 CC CHAMBER OF COMMER	08/11/20	EA			200.00
MAIN TERM CABLE 7/14-8/13/20	21001357	OP	477634 CHARTER COMM CABLE	08/11/20	EA			188.21
1400 W LAKEWAY JULY 2020	21001358	OP	107203 CITY GILLETTE UTIL	08/11/20	EA			39.56
SPRINKLER PARTS	21001359	OP	107297 CONTRACTORS SUPPLY	08/11/20	EA			97.53
(6) SOLENOID VALVES 4 SPRNKL	21001359	OP	107297 CONTRACTORS SUPPLY	08/11/20	EA			216.48
SPRIKLER PARTS	21001359	OP	107297 CONTRACTORS SUPPLY	08/11/20	EA			845.98
AIRFIELD LIGHTING MH LAMP	21001360	OP	109567 CRUM ELECTRIC SUPPLY	08/11/20	EA			158.41
RUNWAY LIGHTS	21001360	OP	109567 CRUM ELECTRIC SUPPLY	08/11/20	EA			133.80
WATER TESTING	21001361	OP	207685 ENERGY LABORATORIES	08/11/20	EA			1,572.00
SHIPPING	21001362	OP	118720 FEDERAL EXPRESS	08/11/20	EA			92.87
CHLORINE CYLINDER	21001363	OP	477378 HAWKINS	08/11/20	EA			10.00
NEW LOGO ON TAHOE	21001364	OP	111974 JLC SIGN GRAPHIC	08/11/20	EA			175.00
PARKING LOT SIGNS	21001365	OP	640913 MENARDS AIRPORT	08/11/20	EA			41.63
SHUT OFF VALVE	21001365	OP	640913 MENARDS AIRPORT	08/11/20	EA			2.98
FUEL FARM PORTA POTTY	21001366	OP	111587 PAINTBRUSH SERVICES	08/11/20	EA			125.00
ELECTRICAL METERS 7/1-7/31/20	21001367	OP	238140 POWDER RIVER ENER UT	08/11/20	EA			10,893.93
CAR WASH	21001368	OP	586961 RAIN LOCKER CAR WASH	08/11/20	EA			7.48
WEED EATER STRING (2)	21001369	OP	114243 RAZOR CITY RENTAL	08/11/20	EA			129.98
WEED EATERS (2)AND OIL GAURD	21001369	OP	114243 RAZOR CITY RENTAL	08/11/20	EA			155.66
SHIPPING FOR PARTS	21001369	OP	114243 RAZOR CITY RENTAL	08/11/20	EA			5.25
3 WHELL SPN	21001370	OP	114294 RECORD SUPPLY	08/11/20	EA			6.29
CORE DEPOSIT	21001370	OP	114294 RECORD SUPPLY	08/11/20	EA			
MISC. PAINTING PROJECTS	21001371	OP	334203 SHERWIN WILLIAMS	08/11/20	EA			211.09
MISC. PAINTING PROJECTS	21001371	OP	334203 SHERWIN WILLIAMS	08/11/20	EA			202.77
WASTE REMOVAL JULY 2020	21001372	OP	298441 WASTE CONNECTIONS	08/11/20	EA			651.10
JULY 2020 SERVICE	21001373	OP	571524 WATER GUY	08/11/20	EA			438.00
JULY 2020 BACTERIA SAMPLE	21001373	OP	571524 WATER GUY	08/11/20	EA			22.00
RON'S UNIFORMS	21001590	OP	539591 THAT EMBROIDERY PLAC	08/19/20	EA			49.50
LUNCH FOR TRAINING WORKSHOP	21001591	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			62.44
INCORRECT CHARGE WITH TAX	21001591	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			65.56
CREDIT FOR INCORRECT CHARGE	21001591	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			65.56
SHIPPING	21001592	OP	118720 FEDERAL EXPRESS	08/19/20	EA			22.18
LIGHT BAR	21001593	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			225.59
SHIPPING	21001593	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			6.99
BOOT OVERAGE	21001593	OP	566240 FIB MSTRCRD AIRPORT	08/19/20	EA			25.00
WATER TESTING CAFE/BATHROOMS	21001594	OP	207685 ENERGY LABORATORIES	08/19/20	EA			302.00
MOUSE TRAPS AND BAIT STATIONS	21001595	OP	610984 BOMGAARS	08/19/20	EA			36.66
GARDEN STAPLES	21001596	OP	640913 MENARDS AIRPORT	08/19/20	EA			17.97
REPLACE CONTACTOR/APP LTNG	21001597	OP	126447 SCOTT BROTHERS	08/19/20	EA			137.84
8/10/2020-9/9/2020 OPS	21001598	OP	477634 CHARTER COMM CABLE	08/19/20	EA			227.71
JULY 5, 2020-AUGUST 4, 2020	21001599	OP	592683 ATT AIRPORT	08/19/20	EA			299.62
(10) 5 GAL JUGS WATER	21001600	OP	413403 WYOMING WATER SOL	08/19/20	EA			70.00
1 BOTTLE DEPOSIT	21001600	OP	413403 WYOMING WATER SOL	08/19/20	EA			11.50
REIMBURSE FOR CDL COST	21001601	OP	680350 MARTIN, MARK J.	08/19/20	EA			42.25
LANDSCAPING FABRIC	21001602	OP	640913 MENARDS AIRPORT	08/19/20	EA			210.63
MARK'S UNIFORMS	21001604	OP	610984 BOMGAARS	08/19/20	EA			31.96
TREVOR'S UNIFORMS	21001604	OP	610984 BOMGAARS	08/19/20	EA			41.95
TOD'S UNIFORMS	21001604	OP	610984 BOMGAARS	08/19/20	EA			38.97

21,235.83

Branch/Plant . 10410
 FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive. . . . Amount
93.75% ALCMS SOFTWARE/COMMSNG	21000428	OP	682671 EATON COOPER CROUSE	07/16/20	EA			19,781.25
AIP 3-56-0012-045-2019 PR#10	21001584	OP	445237 S S BUILDERS	08/19/20	EA			129,708.47
AIP3-56-0012-045-2019 RET#10	21001587	OP	127079 FIRST NATL BNK GIL	08/19/20	EA			14,412.05
							-----	163,901.77
FAA AIRPORT IMPROVEMENT PROG							-----	163,901.77

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GR REBRAND, DIG PKG	21001337	OP	556210 ADBAY COM	08/11/20	EA			8,837.50
50% CO MTCH REBRAND, DIG PKG	21001337	OP	556210 ADBAY COM	08/11/20	EA			8,837.50
50% MRKT GR JULY 2020 ADV	21001338	OP	392921 BASIN RADIO NETWORK	08/11/20	EA			64.88
50% CO MATCH JULY 2020 ADV	21001338	OP	392921 BASIN RADIO NETWORK	08/11/20	EA			64.88
50% MRKT GR JULY 2020 WEB ADV	21001338	OP	392921 BASIN RADIO NETWORK	08/11/20	EA			200.00
50% CO MATCH JULY 2020 WEB AD	21001338	OP	392921 BASIN RADIO NETWORK	08/11/20	EA			200.00
50% MRKT GRANT JULY 2020 ADV	21001339	OP	627954 BIGHORN MTN RADIO	08/11/20	EA			22.50
50% CO MATCH JULY 2020 ADV	21001339	OP	627954 BIGHORN MTN RADIO	08/11/20	EA			22.50
50% MRKT GR JULY 2020 ADV	21001340	OP	621667 BLACK HILLS PIONEER	08/11/20	EA			358.25
50% CO MTCH JULY 2020 ADV	21001340	OP	621667 BLACK HILLS PIONEER	08/11/20	EA			358.25
50% MRKT GRANT 8/6/20 AD	21001341	OP	361084 BUFFALO BULLETIN	08/11/20	EA			90.00
50% CO MATCH 8/6/20 AD	21001341	OP	361084 BUFFALO BULLETIN	08/11/20	EA			90.00
50% MRKT GRANT 7/23/20 AD	21001341	OP	361084 BUFFALO BULLETIN	08/11/20	EA			90.00
50% CO MATCH 7/23/20 AD	21001341	OP	361084 BUFFALO BULLETIN	08/11/20	EA			90.00
50% MRKT GR WEB AD JULY 2020	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			150.00
50% CO MTCH WEB AD JULY 2020	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			150.00
50% MRKT GR 7/8/2020 AD	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			55.00
50% CO MTCH 7/8/2020 AD	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			55.00
50% MRKT GR 7/22/2020 AD	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			55.00
50% CO MTCH 7/22/2020 AD	21001342	OP	361092 DOUGLAS BUDGET	08/11/20	EA			55.00
50% MRKT GR JULY 2020 KOAL	21001343	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			65.00
50% CO MATCH JULY 2020 KOAL	21001343	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			65.00
50% MRKT GR JULY 2020 KOOL	21001343	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			40.00
50% CO MATCH JULY 2020 KOOL	21001343	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			40.00
50% MRKT GRANT JULY 2020 ADV	21001344	OP	661941 KSLT KLMP KTPT	08/11/20	EA			150.00
50% CO MATCH JULY 2020 ADV	21001344	OP	661941 KSLT KLMP KTPT	08/11/20	EA			150.00
50% MRKT GRANT PROMO	21001344	OP	661941 KSLT KLMP KTPT	08/11/20	EA			50.00
50% MRKT GRANT PROMO	21001344	OP	661941 KSLT KLMP KTPT	08/11/20	EA			50.00
50% MRKT GRANT JULY 2020 ADV	21001345	OP	583875 KYDT RADIO	08/11/20	EA			152.00
50% MRKT GRANT JULY 2020 ADV	21001345	OP	583875 KYDT RADIO	08/11/20	EA			152.00
50% MRKT GR FIDS/WEB AUG 2020	21001346	OP	575963 OAG FLIGHTVIEW	08/11/20	EA			238.46
50% CO MTCH FIDS/WEB AUG 2020	21001346	OP	575963 OAG FLIGHTVIEW	08/11/20	EA			238.46
50% MRKT GR WEB AD JULY 2020	21001347	OP	113275 NEWS RECORD	08/11/20	EA			212.50
50% CO MATCH WEB AD JULY 2020	21001347	OP	113275 NEWS RECORD	08/11/20	EA			212.50
50% MRKT GR JULY 2020 ADV	21001348	OP	623689 POWDER RIVER EXAM	08/11/20	EA			60.00
50% MRKT GR JULY 2020 ADV	21001348	OP	623689 POWDER RIVER EXAM	08/11/20	EA			60.00
50% MRKT GR 2020/2021 MBRSHP	21001349	OP	597417 SPEARFISH CHMBR COM	08/11/20	EA			215.00
50% CO MATCH 2020/2021 MBRSHP	21001349	OP	597417 SPEARFISH CHMBR COM	08/11/20	EA			215.00
50% MRKT GR JULY 2020 ADV	21001350	OP	199566 SUNDANCE TIMES	08/11/20	EA			162.50
50% MRKT GR AUG 2020 ADV	21001350	OP	199566 SUNDANCE TIMES	08/11/20	EA			162.50
50% CO MATCH JULY 2020 ADV	21001350	OP	199566 SUNDANCE TIMES	08/11/20	EA			162.50
50% CO MATCH AUGUST 2020 ADV	21001350	OP	199566 SUNDANCE TIMES	08/11/20	EA			162.50
50% MRKT GR JULY 2020 ADV	21001351	OP	625713 WESTON CO GAZETTE	08/11/20	EA			19.50
50% CO MATCH JULY 2020 ADV	21001351	OP	625713 WESTON CO GAZETTE	08/11/20	EA			19.50
50% MRKT GR 2020/2021 LISTING	21001352	OP	581010 ZIPLOCAL	08/11/20	EA			340.00
50% CO MTCH 2020/2021 LISTING	21001352	OP	581010 ZIPLOCAL	08/11/20	EA			340.00
								23,581.17
AIRPORT MARKETING								23,581.17

Branch/Plant . 20105
AVIATION ENCOURAGEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
LEGENDS OF VICTORY PRINT DESG	21001326	OP	556210 ADBAY COM	08/11/20	EA			200.00
LEGENDS OF VICTORY RADIO SCRIP	21001326	OP	556210 ADBAY COM	08/11/20	EA			100.00
LEGENDS OF VICTORY RADIO ADV	21001327	OP	392921 BASIN RADIO NETWORK	08/11/20	EA			165.00
LEGENDS OF VICTORY RADIO ADV	21001328	OP	627954 BIGHORN MTN RADIO	08/11/20	EA			35.00
MEGA MIXER BOOTH RENTAL	21001329	OP	133225 CC CHAMBER OF COMMER	08/11/20	EA			75.00
LEGENDS OF VIC RADIO KOOL	21001330	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			104.00
LEGENDS OF VIC RADIO KOAL	21001330	OP	573263 KEYHOLE BROADCASTING	08/11/20	EA			91.00
LEGENDS OF VICTORY RADIO ADV	21001331	OP	661941 KSLT KLMP KTPT	08/11/20	EA			200.00
LEGENDS OF VICTORY RADIO ADV	21001332	OP	583875 KYDT RADIO	08/11/20	EA			200.00
LEGENDS OF VICTORY PRINT AD	21001333	OP	113275 NEWS RECORD	08/11/20	EA			180.00
LEGENDS OF VICTORY PRINT AD	21001334	OP	623689 POWDER RIVER EXAM	08/11/20	EA			200.00
LEGENDS OF VICTORY PRINT AD	21001335	OP	199566 SUNDANCE TIMES	08/11/20	EA			192.50
PLASTIC BAGS 4 MEGA MIXER	21001336	OP	566240 FIB MSTRCRD AIRPORT	08/11/20	EA			355.51
								2,098.01
AVIATION ENCOURAGEMENT								2,098.01

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20110
WYDOT AIRPORT IMPROVEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	To Receive . . . Amount
3.75% ALCMS SOFTWARE&COMMISNG	21000429	OP	682671 EATON COOPER CROUSE	07/16/20	EA			791.25
WYDOT AGCC69B PR10	21001585	OP	445237 S S BUILDERS	08/19/20	EA			5,188.34
WYDOT AGCC69B RETAINAGE #10	21001588	OP	127079 FIRST NATL BNK GIL	08/19/20	EA			576.48
								6,556.07
WYDOT AIRPORT IMPROVEMENT								6,556.07
								217,787.47

Branch/Plant . Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
HERBICIDE	21000507	OP	566240 FIB MSTRCRD AIRPORT	07/20/20	EA			279.80
JUNE 2020 CELL CHGS	21000508	OP	592683 ATT AIRPORT	07/20/20	EA			209.62
OPS CABLE, INTERNET	21000509	OP	477634 CHARTER COMM CABLE	07/20/20	EA			224.58
								714.00
Northeast Wyoming Regional								714.00

Branch/Plant . 752
 AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount	
2.5% ALCMS SOFTWARE/COMMISNG	21000430	OP	682671 EATON COOPER CROUSE	07/16/20	EA			527.50	
2.5% CO MATCH RELOC TXW D&B	21000677	OP	445237 S S BUILDERS	07/22/20	EA			19,087.51	
2.5% CO MATCH TXWY PROJ RET#9	21000684	OP	127079 FIRST NATL BNK GIL	07/22/20	EA			2,476.05	
2.5% TAXIWAY PROJ PR #9	21000695	OP	618767 MORRISON MAIERLE	07/22/20	EA			244.36	
								22,335.42	
AIRPORT RESTRICTED REV FUND									22,335.42

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
93.75% ALCMS SOFTWARE/COMMSNG	21000428	OP	682671 EATON COOPER CROUSE	07/16/20	EA			19,781.25
AIP 3-56-0012-045-2019 PR#9	21000675	OP	445237 S S BUILDERS	07/22/20	EA			715,781.46
AIP 3-56-0012-045-2019 RET#9	21000679	OP	127079 FIRST NATL BNK GIL	07/22/20	EA			92,851.74
AIP 3-56-0012-045-2019 PR#9	21000688	OP	618767 MORRISON MAIERLE	07/22/20	EA			9,163.53
								837,577.98
FAA AIRPORT IMPROVEMENT PROG								837,577.98

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20110
WYDOT AIRPORT IMPROVEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
3.75% ALCMS SOFTWARE&COMMISNG	21000429	OP	682671 EATON COOPER CROUSE	07/16/20	EA			791.25
AGCC698 PAY REQUEST #9	21000676	OP	445237 S S BUILDERS	07/22/20	EA			28,631.26
AGCC698 RETAINAGE #9	21000682	OP	127079 FIRST NATL BNK GIL	07/22/20	EA			3,714.07
AGCC698 RELOC TXWY D&B PR#9	21000691	OP	618767 MORRISON MAIERLE	07/22/20	EA			366.54
								33,503.12
WYDOT AIRPORT IMPROVEMENT								33,503.12
								893,920.90

Branch/Plant . 752
AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
2.5% ALCMS SOFTWARE/COMMISNG	21000430	OP	682671 EATON COOPER CROUSE	07/16/20	EA			527.50
TAXIWAY PRJ SVC THR 7/10/2020	21000991	OP	618767 MORRISON MAIERLE	07/27/20	EA			324.39
								851.89
AIRPORT RESTRICTED REV FUND								851.89

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive. . . . Amount
93.75% ALCMS SOFTWARE/COMMSNG	21000428	OP	682671 EATON COOPER CROUSE	07/16/20	EA			19,781.25
AIP 3-56-045-2019 SVC-7/10/20	21000988	OP	618767 MORRISON MAIERLE	07/27/20	EA			12,164.56
								31,945.81
FAA AIRPORT IMPROVEMENT PROG								31,945.81

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20110
WYDOT AIRPORT IMPROVEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
3.75% ALCMS SOFTWARE&COMMISNG	21000429	OP	682671 EATON COOPER CROUSE	07/16/20	EA			791.25
AGCC69B SVC THROUGH 7/10/2020	21000989	OP	618767 MORRISON MAIERLE	07/27/20	EA			486.58
								1,277.83
WYDOT AIRPORT IMPROVEMENT								1,277.83
								34,579.91

N O R T H E A S T W Y O M I N G R E G I O N A L A I R P O R T

Director's Report
August 19, 2020

1. Passenger statistics

Total passengers for July were 1,982 compared to 961 passengers in June. On August 3rd SkyWest added two (2) daily flights on Sundays, Mondays, Thursdays and Fridays. Load factor for July was 70%. August load factor is currently at 52%. Advanced bookings for September were looking poor, so SkyWest decided to decrease flights to one daily flight. October is booking much better and SkyWest plans to add back-in the second daily flight during the four high demand days.

2. Miscellaneous Projects

Operations personnel have been working hard on redoing the landscaping between the terminal building and parking lot. They're replacing all the bark with new weed barrier and filling back-in with black aggregate. The northwestern quadrant of the passenger parking lot will be receiving a sealcoat and remarking in the upcoming weeks. The main water storage tank will be drained, and a company that specializes in water tanks will be repairing and resealing the water tank's interior. The Water Guy has installed a backup water tank for temporary water supply to airport facilities.

3. Airport Equipment

The airport has received the new Bob Cat 5600 along with mower deck and manlift attachments. This equipment was purchased using CARES Act funds for which we've already received reimbursement for 100% of the total costs.

4. HEALS Act

There is legislation for another act to help with airport operational and construction funding. If the act is passed by Congress and the preliminary formulas are correct, our airport would receive approximately \$508,000 of additional airport funding.

5. Airport Entrance Sign

MMI is putting together an RFP for an entrance sign design/build project. Later in this meeting I'll be asking the board to appoint a couple of board members to form a selection committee to review responding sign company designs, and later put forth an award recommendation to the airport board. This project will also include replacement of lettering with the airport's new name on the east and west sides of the terminal building.

6. Next airport board meeting

The next airport board meeting is scheduled for Wednesday, September 16, 2020 at 4 p.m.

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
August 2020 Board Meeting



Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019

Grant Offer sent to GCC
FAA - 4,620,000 93.75%
State – 184,800 3.75%
Local – 123,200 2.5%
Total 4,928,000

S&S Builders – Winter Shut Down November 2019
Project restart April 20, 2020
Construction Update

2020 Crack Sealing Project

Bid opening was 2/13/2020
National Sealant and Concrete LLC, **\$298,693.75**
Start Up Date June 11, 2020
NSC will be back for some touch date TBD

2020 Pavement Marking Project

Board action on MMI Task Order 2
Scoping work completed on 1/9/2020
95% plans Submitted 1/31/2020
American Road Maintenance Low Bid 3/31/2020 **\$91,818.00**
Moved from August 20th to September

2021 General Aviation Terminal

Scope of Work submitted to Airport, FAA, and State
Airport solicited for IFE
Engineering and Architect Fees will be after IFE (September)

**Northeast Wyoming Regional Airport
Gillette, Wyoming
AIP 45 – 2021
WYDOT AGC003A
General Aviation Terminal**

Scope of Work

General

The general scope of work AIP 45 2021 is to provide the Northeast Wyoming Regional Airport the Assistance with the Preliminary and Final Design Engineering for the Airport Improvements to construct the General Aviation Terminal. The scope shall include a brief study of the project layout and possible alternative layouts, preparation of preliminary cost estimates for alternatives, meetings with the OWNER, WYDOT, and FAA to discuss alternatives, preparing and submitting the application for Federal and State assistance, obtaining survey data, studying alternative construction phasing to minimize impacts to airport users, pavement design, preparation of opinions of total project costs, and preparation of preliminary and final plans and specifications.

AIP 45 deliverables will consist of providing Northeast Wyoming Regional Airport a complete set of construction plans and project specifications for project bidding.

The Bidding Process, Construction Observation, and Construction Grant Management will be provided in the AIP 45 2021 Airport Improvement project.

The proposed work will consist of:

- Schedule 1 – Site grading, utility installation, paving, drainage improvements
- Schedule 2 – Construct terminal building
- Schedule 3 – Demolish existing GA terminal

Construction will consist of 240 calendar days and engineer's construction estimate is approximately \$2,500,000.

Phases II & III will follow the guidelines laid out in the Master Agreement for Professional Engineering Services dated December 18, 2013.

A. Specific Project Data

1. Provide Environmental CATEX,
2. Provide Draft Construction Safety and Phasing Plan to airport and tenants for review and comments, show phasing, haul routes, staging and stockpile areas,
3. Provide Design survey, ground topo, existing pavement ties, utilities locates,
4. A/E Programming/Schematic with Owner
5. A/E Design Development
6. Prepare Final Construction Safety and Phasing Plan and submit to FAA and WYDOT,
7. Prepare construction estimate,

8. Provide plans and specifications for the construction to FAA, WYDOT, and Sponsor for review and comments,
9. Prepare Final plans and specifications,
10. Provide assistance in the project bidding process,
11. Provide prebid conference,
12. Prepare bid tabulations,
13. Prepare bid recommendation,
14. Prepare bid award to successful bidder,
15. Prepare Construction Management Plan,
16. Provide construction observation,
17. Provide contract grant management,
18. Provide construction layout survey,
19. Provide AGIS as-built,
20. Provide ALP as-built,
21. Final project closeout,

B. Phase II - Preliminary and Final Design Engineering, Plans and Specifications.

1. Attend predesign conference with Airport, WYDOT, and FAA officials to discuss scheduling and scope of the project. Issues to be discussed include design schedule, construction project scope, projected bid opening dates, and construction period.

2. Perform services and identify and evaluate the alternate solutions available to the OWNER as listed in the Task Order. Information from the current edition of the *Airport Master Plan, AC 150/5360-9 (Planning and Design of Airport Terminal Facilities at non-Hub Locations)*, *AC 150/5300-13 (Airport Design)*, *AC 150/5325-6 (Airport Design Standards - Effects and Treatment of Jet Blast)*, and other applicable FAA Advisory Circulars (ACs) as of the date of the Task Order will be used as the basis for determining alternatives.

3. Prepare schematic development plans for the project.

4. Prepare ENGINEER's opinion of total project costs for alternative layouts.

5. Attend meetings with OWNER to discuss alternative layouts. The number of meetings anticipated will be stipulated in the Task Order.

6. Obtain field surveys of site topography and other field information, as required, to refine cost estimates and to use in the final design process. Utility mapping will be based on information obtained from utility owners or Airport records.

7. Obtain soils and geotechnical information required for pavement designs and the design of structures. Soils investigations for pavement design will use the edition of AC 150/5320-6D Airport Pavement Design which is in effect on the date of the Task Order as a basis for determining the scope of the investigation. For structures, appropriate building codes will be used as the basis of the geotechnical investigation.

8. Study alternatives for phasing of construction to minimize impacts to airport users.

9. Prepare schematic development plans for construction phasing.

10. Meet with OWNER and airport users to discuss construction phasing alternatives.

11. Prepare preliminary copies of plans and specifications and provide to OWNER, WYDOT, and the FAA for review. Three sets are anticipated unless otherwise stated in the Task Order.

12. Following review of the above by the OWNER, WYDOT, and the FAA, and based on their acceptance, modification and direction, prepare final plans and specifications indicating the scope, extent and character of the Work to be performed and furnished by the ENGINEER(s).

13. Prepare a final design report, identify items of proposed work, levels of federal funding requested and project impacts. Identify items of work which will be bid as alternative bid items. The design report will be completed in accordance with the versions of the appropriate ADO Notices which are in effect as of the date of the Task Order.

14. Prepare final copies of plans and specification and provide to OWNER, WYDOT, and the FAA for review. Three sets are anticipated unless otherwise stated in the Task Order.

15. Include in the specification's Special Provisions a CONSTRUCTION OPERATIONS PLAN to address specific impacts of construction activities on airport operations. The version of AC 150/5370-10A Operational Safety on Airports during Construction which is in effect as of the date of the Task Order will be used as a guide in preparing the Construction Operations Plan. Coordinate with the FAA Airport District Office, FAA Air Traffic Control Tower and FAA Facilities, as well as airport management and airport users as required to complete the plan. Generally, the FAA ADO will coordinate with and obtain approval from FAA Flight Standards for any special airport operational issues during construction.

16. Update the ENGINEER's opinion of total project costs.

17. Attend Airport Board meetings and meetings with the FAA, as required, to update Project progress. The maximum of meetings with the Airport Board and with the FAA shall be as specified in the Task Order.

C. Phase III - Provide Assistance in the Bidding Process, Construction Observation, and Contract Grant Management.

Following the advertisement for construction, Phase III of this Agreement shall commence and the ENGINEER shall:

1. Provide plans and specifications for the construction of the improvements set forth in the Task Order. For bidding, provide the OWNER, plan exchanges, and review agencies with the number of sets of plans and specifications stipulated in the Task Order and furnish five (5) sets for the Contractor during construction. Plans and specifications will be offered to bidding Contractors for a non-refundable fee to cover reproduction and postage costs

2. Distribute plans and specifications to contractors, suppliers and manufacturers for the purpose of bidding.

3. Conduct a prebid conference to discuss airport operational safety during construction, airport security requirements, project construction schedule, and FAA construction specifications with prospective contractors.

4. Prepare a final opinion of probable cost based on the final plans and specifications for use as a guide in considering bids at the bid opening.
5. Attend bid opening, tabulate bids and make recommendations to the OWNER in awarding the contract.
6. Prepare a notice of award and assist the OWNER in preparation of the construction Contract documents.
7. Prepare the Application for Federal Assistance and submit it to the FAA and WYDOT Aeronautics Division.
8. Conduct a preconstruction conference.
9. Prepare and submit FAA Requests for Reimbursement and Summaries of Project Cost.
10. Prepare weekly construction observation reports for review by the OWNER, FAA, and WYDOT Aeronautics Division.
11. Should paving costs as bid exceed \$500,000, the ENGINEER shall prepare a **CONSTRUCTION MANAGEMENT PLAN**. The plan will include the identification of the OWNER's representative, the testing laboratory, the procedures for testing laboratories, qualifications of testing personnel, and testing requirements, as required by the versions of the ADO Notices which are in effect as of the date of this Agreement.
12. Provide the services of a Resident Project Representative (RPR) at the site to assist the ENGINEER and to provide observation of Contractor's work. The RPR will be onsite full time during construction activities. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit B. The furnishing of such RPR's services will not extend ENGINEER's responsibilities or authority beyond the specified limits set forth elsewhere in this Agreement.
13. Visits to site and construction observation. In connection with observations of Contractor's work in progress while it is in progress:
 - a. Make visits to the site at intervals appropriate to the various stages of construction, as ENGINEER deems necessary, in order to observe the progress and quality of the Work. Such visits and observations by ENGINEER and RPR are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspection of Contractor's work in progress, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work. Based on information obtained during such visits and such observations, ENGINEER will determine in general if Contractor's work is proceeding in accordance with the construction Contract documents, and ENGINEER shall keep OWNER informed of the progress of the work.
 - b. The purpose of ENGINEER's visits to, and observation by the Resident Project Representative will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the construction phase, and, in addition, to provide for OWNER a greater degree of confidence that the completed Work will conform in general to the Contract Documents. ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority

over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure by Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the construction Contract documents.

14. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspection, tests, and approvals. ENGINEER's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the construction Contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the construction Contract documents. ENGINEER shall be entitled to rely on the results of such tests.

15. Monitor contractor and subconsultant operations during construction for general adherence to the Construction Operations Plan. In the event construction activities are not in conformance with the provisions of the Construction Operations Plan, the Contractor and OWNER will be notified verbally and in writing. Failure of the Contractor to take corrective action will result in a stop work order issued to the Contractor until such time as the Contractor takes corrective action. The stop work order will be issued at the direction of the OWNER, through the ENGINEER.

16. Based on the on-site observations of the RPR and review of Contractor(s)' applications for payment and the supplemental data and schedules, the ENGINEER shall approve, in writing, the amounts owed to the Contractor(s), and in accordance with the provisions of the General Conditions of the construction Contract documents shall approve payments to the Contractor(s) in such amounts.

Approvals of payment shall constitute a representation to the OWNER, based on such observations and review, that the work has progressed to the point indicated and that, to the best of ENGINEER's knowledge, information and belief, the quality of the work is in accordance with the construction Contract documents subject to an evaluation of the work upon substantial completion and subject to the results of subsequent tests, and to any other qualifications stated in the ENGINEER's approval.

By approving applications for payment, the ENGINEER shall not be deemed to have represented that it has made any examination to determine how or for what purpose any Contractor has used the moneys paid on account of the contract price, or that title to any of the Contractor(s)' work, materials or equipment has passed to the OWNER free and clear of any lien, claims, security interests or encumbrances.

17. Make recommendations to the OWNER on all claims relating to the execution and progress of the construction work.

18. Notify the OWNER of permanent work that does not conform to the result required in the construction Contract documents, prepare a written report describing any apparent non-conforming permanent work, make recommendations to the OWNER for its correction, and, at the request of the OWNER, have these recommendations implemented by the Contractor.

19. Review shop drawings, samples, certifications and other submittals of the Contractor only for general conformance to the design concept of the Project and for general compliance with the construction Contract documents. Such reviews and approvals will not extend to the means, methods,

techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

20. Prepare incidental Change Orders for the OWNER's approval. Incidental in this reference would require no additional design or construction management. (Change Orders involving additional design and construction management services shall be considered Additional Services and subject to Section 2.02 of this Agreement).

21. Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with OWNER, the FAA, WYDOT Aeronautics Division, and Contractor, conduct an inspection to determine if the Work is substantially complete. If, after considering any objections of OWNER, and the FAA, and WYDOT Aeronautics Division the ENGINEER considers the Work substantially complete; ENGINEER shall then deliver a certificate of substantial completion to OWNER and Contractor.

22. *Final Notice of Acceptability of the Work.* Conduct a final inspection with the OWNER, FAA, and WYDOT Aeronautics Division to determine if the completed Work of Contractor is acceptable so that ENGINEER may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, ENGINEER shall also provide a notice in the form attached hereto as Exhibit C (the "Notice of Acceptability of Work") that the Work is acceptable to the best of the ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Agreement.

23. *Contractor's Completion Documents.*

- a. Receive and review maintenance and operating instructions, schedules, and guarantees.
- b. Receive bonds product, certificates, certificates of inspection, tests, and approvals, shop drawings, samples and other data required by the construction Contract documents and the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract documents to obtain final payment.
- c. The ENGINEER in the construction Contract documents shall require the Contractor to prepare as constructed record documents in accordance with FAA requirements which shall show any changes that were made in the plans and specifications during construction. A copy of the as-constructed plans shall be furnished to the ENGINEER. Final payment to Contractor will be made contingent on receipt of the as-constructed plans.
- d. ENGINEER shall transmit all of the Contractor's completion documents to OWNER.

24. Upon completion of construction, the ENGINEER shall prepare a "Final Project Report" in accordance with appropriate ADO Notices and WYDOT requirements in affect at the time of the project. The ENGINEER shall furnish the OWNER with two (2) blue line sets of record drawings, specifications and shop drawings based on information furnished to the ENGINEER by the Contractor. The ENGINEER shall furnish one (1) copy of the Final Project Report to the OWNER, FAA, and WYDOT Aeronautics Division.

6.00 CONSTRUCTION SURVEYS BY ENGINEER

6.01 Layout Surveys

The construction staking requirements stated in Section 50-06 shall be provided by the Engineer, Morrison-Maierle, Inc.

A. **CONTROL POINTS.** The construction plans show base lines, control points, and benchmarks established by the Owner for project control. From these control points, the Engineer shall lay out the work by establishing all lines and necessary grades for site work.

B. **ENGINEER PROVIDED SURVEY.** The Engineer will establish the following horizontal and vertical grade controls:

1. **Paved Surfaces**

Preliminary grade stakes and slope stakes at 50-foot intervals.

Finished (blue top) grade stakes or steel pins and spikes on edges and centerlines at intervals not to exceed 50 foot longitudinally and 50 foot transversely, as required for construction control and checking finished subgrade.

Grade, alignment, and location stakes for manholes, hydrants, water lines, slotted drains, lights, electrical ducts, pull boxes, and signs.

Grade stakes at maximum 50-foot intervals on centerline, breaks, and slope catch points of drainage grading.

On runway or taxiway, and ramp intermediate asphalt layer grade checks on the top two lifts of asphalt not to exceed 25 foot longitudinally and 25 foot transversely.

Layout for pavement markings will be at 50 foot intervals on tangents, 25 foot intervals on curves, and layout of the radius points of curves.

The Engineer will provide the Contractor with a copy of the staking notes in a timely manner.

C. **REPLACEMENT OF DISTURBED CONTROLS.** If permanent controls established by the Owner are disturbed during construction, the Engineer will replace such controls at no additional cost to the Owner. The contractor shall pay for the cost of replacement by Engineer of such disturbed controls at the rates listed:

Office Calculations	\$65/hr
2-Person Survey Crew	\$110/hr
3-Person Survey Crew	\$140/hr

D. **STAKING REQUESTS AND RESTAKING.** The Contractor must give 48-hour advance request of the staking needs, in writing, by completing and submitting the “Request for Staking” form that is included in the Forms section of this Project Manual.

No “second time” or “restaking” work will be done by the Engineer unless separate compensation for the Engineers costs are paid directly to the Engineer by the contractor. Work will proceed upon completion of the “Scope of Work Change Notice” that is located in the FORMS section of this Project Manual. Survey rates will be as listed in Special Provisions Section 6.01.C.

- E. **CONTRACTOR SURVEY REQUIREMENTS.** The Contractor shall provide all other project surveying needs not identified above. This may include but is not limited to the following:

Protecting and using the construction control stakes that have been set by the Engineer.

The Contractor shall make all other surveys necessary for construction that are not identified above.

Contractor shall remove all grade stakes from the base course prior to paving.

6.02 Quantity Surveys

- A. Volume quantities shall be surveyed and computed by the Engineer. The Contractor may use Engineer’s surveys to calculate earthwork quantities or may perform independent surveys. To determine quantities, the Engineer shall survey the following:
1. Original ground cross-sections. The original ground has been previously cross-sectioned for project design. These cross-sections shall be sufficient for the Engineer's use. However, the Contractor may re-survey cross-sections, at his discretion, of the topsoil borrow area.
 2. Cross-sections at the bottom of unclassified excavations, where measurement is specified per cubic yard.
 3. Aggregate base course quantities. Quantities shall be computed to the lines shown on the plans.
 4. Cross-sections and excavated boundary limits of topsoil borrow areas and waste areas prior to use and upon completion of final grading.
 5. Cross-section of topsoil stockpile.

6.03 Basis for Vertical Control for All Schedules

Vertical controls for the project are based on USGS elevations and coordinates. For primary control by the Engineer, the Owner has established a system of coordinate points throughout the construction area, including northerly and easterly USGS coordinates and elevations. (See Vertical and Horizontal Control Data Plan Sheet).